

ANAHEIM, CALIFORNIA

**The City of Anaheim
Seeks an Astute, Collaborative and
Experienced Litigation Attorney
(Deputy City Attorney III/IV)**





UNIQUE OPPORTUNITY

The City of Anaheim, the tenth largest city in California, is seeking an experienced public sector litigation attorney with a broad knowledge of municipal law to represent and defend the City in administrative hearings, mediation, arbitration, civil litigation, and appeals.

THE CITY AND GOVERNMENT STRUCTURE

Founded in 1857, the City of Anaheim is one of the nation's premier municipalities. As the oldest and largest city in Orange County, Anaheim covers 50 square miles, with 348,467 residents and 1,932 full-time city employees and 1,393 part-time city employees. The municipal corporation's annual budget is \$1.302 billion and boasts world-class companies such as Boeing, Carl Karcher Enterprises, the Walt Disney Company, L-3 Communications, and Pacific Sunwear. With two theme parks, the largest convention center on the west coast and two professional sports teams, the City of Anaheim annually welcomes millions

of visitors to the City, truly making it a great place to live, work and play.

Anaheim has many housing options, including picturesque Anaheim Hills, historic and established downtown and West Anaheim neighborhoods. The City also has 44 parks for family enjoyment and owns two beautiful golf courses. Beaches, mountains and desert areas are all within short driving distances. Enjoy the shopping, nightlife and wonderful restaurants in this world-class city.

Anaheim is governed under the Council/Manager form of government. City government services are provided by 14 departments: City Administration, City Attorney, City Clerk, City Treasurer, Community Development, Community Services, Convention, Sports and Entertainment, Finance, Fire, Human Resources, Planning, Police, Public Works, and Public Utilities.

Anaheim is a full-service city with an extensive array of traditional services and, in addition, the City operates its own electric and water utilities and Convention Center.

THE DEPARTMENT

The City Attorney's Office provides legal advice and services to the City Council, City officials, staff, departments, boards, commissions, and related City entities and enterprises, with a focus on protecting the interests of the City and its taxpayers and helping the City Council achieve its goals in accordance with all applicable legal requirements. The department represents the City, its officers and employees in administrative hearings, mediation, arbitration, civil litigation and appeals, prepares contracts, ordinances, resolutions and other legal documents involving the City or its related entities, and is responsible for the criminal prosecution of all misdemeanor and infraction offenses occurring within the jurisdictional limits of the City. The department consists of a staff of 28 full-time employees, including 19 attorneys.

The mission of the City Attorney's Office is to:

- Provide the highest quality legal services to the City at the lowest possible cost to the taxpayers;

- Provide sound and objective legal advice and representation to City officials and staff;
- Earn and keep the respect and trust of those for whom and with whom we work; and
- Act in accordance with the highest ethical and professional standards.

To fulfill this mission, the City Attorney's Office has established the following goals:

- To provide high quality legal services to the City, and its officials, staff, departments, boards, commissions and related City entities and enterprises;
- To effectively prosecute misdemeanor and infraction offenses within the jurisdiction of the City; and
- To effectively control the costs of all legal services provided to the City.





IDEAL CANDIDATE

The successful candidate will be responsible for handling litigation that encompasses the full range of the City's responsibilities including matters involving municipal tort liability, contracts, construction, civil rights, environmental law, land use, and writ of mandate actions, among others. The ability to make decisions, work collaboratively across departments and represent the City in the most sensitive and complex cases will be expected.

Education and Experience

Candidates must possess a J.D. degree from an accredited school of law, at least four years of increasingly responsible experience in public sector litigation, and an additional two years of advanced journey level public sector litigation experience. A license to practice law in California is also required.

Leadership Style and Personal Characteristics

In addition to the above, the following attributes describe the ideal candidate for this position:

- Is a take charge person that has a strategic approach to litigation.
- Independent thinker with creative problem solving skills and an eye for detail.
- Highly skilled and poised communicator who is effective one-on-one, in judicial and administrative proceedings, and in public meetings that require clear, concise, and objective responses to complex legal questions.
- Self-starter who actively litigates all assigned matters.
- Positive, appropriately assertive, and proactive.
- Strives to earn and maintain trust and respect, yet willing to raise difficult issues when necessary.
- Maintains very high ethical standards – a person of exceptional character who naturally earns the confidence and trust of others.
- Minimizes the City's exposure to liability by performing timely risk assessment and has a consistent track record as an attorney of helping clients limit risk and achieve their goals.
- Can effectively communicate the possible impacts of decisions on staff and financial resources.
- Dedicated to public service, has an established network of reliable resources, is respected in the State's legal community, and understands California's local government political/financial/legal landscape.
- Committed to saving taxpayer dollars by effectively and efficiently representing the City, its officials, and employees in administrative hearings, mediation, arbitration, civil litigation, and appeals.
- Excellent communication skills and the ability to work effectively with a diverse population.
- Is a team player who works closely with department heads and City staff in examining potential legal impacts and risks.
- Can be relied upon to provide sound legal advice, even when it may not be the popular answer; not afraid to "push back" if need be.
- Must be flexible, candid, and have a professional

prominence that reflects the importance of the issues that are to be addressed.

SALARY AND BENEFITS

The annual salary for the position is **\$93,171** to **\$141,241**. Placement within the stated range will be based upon the selected candidate's experience and salary history. In addition to a competitive salary, the City offers a comprehensive executive benefits package including:

Retirement Plan – Anaheim employees become members of the California Public Employees' Retirement System (CalPERS) 2.7% @ 55 plan. The employee contribution is 1.634%. The employee makes a 1.45% contribution towards the Medicare Plan. The City does not participate in Social Security.





Retiree Health Savings Plan (RHS) – Employees will be enrolled in a Retiree Health Savings Plan funded by a City contribution and an employee contribution. This plan allows employees to save on a tax-free basis for medical expenses incurred in retirement. Participation and specific plan components are based upon unit of representation and hire date with the City.

Health Plans – The City offers two low cost HMO and two PPO health plans that provide coverage for the employee and their family members. Vision coverage is included at no cost. Employee may waive medical coverage and receive an opt-out credit when providing proof of coverage through another medical plan.

Dental Plans – The City offers employees two dental insurance plans that provide coverage for the employee and their family members. One plan is at no cost to the employee.

Other Benefits – The City offers and participates in the payment of a group life insurance program for employees and their eligible dependents. Short term and long term disability insurance coverage is

provided at no cost to the employee. Anaheim offers two tax saving opportunities through the Health Care and Dependent Care Flexible Spending Account that may reduce taxable income. The City provides two 457 Deferred Compensation Plans. CalPERS members have access to financing options for home loans, and can purchase Long Term Care Insurance.

Leave Provisions – Employees accrue at the rate of 3 hours sick leave per pay period for an annual accrual rate of 78 hours per year. Payment is made each January to employees of all accumulated hours in excess of 175 hours. Vacation hours are accrued at the rate of 4 – 9 hours per pay period, depending upon length of service. Employees are eligible for vacation leave upon completion of thirteen pay periods. Ten paid holidays are provided annually.

Work Life Programs – A variety of programs designed to improve and maintain health and fitness are offered by the City. These include on site health seminars and screenings and lunchtime workout classes. Commuter Services offers a Rideshare/

Transportation Incentive Program to minimize travel time and costs. Access to a Credit Union provides City employees with a variety of products, services and benefits.

SELECTION PROCESS

Candidates are encouraged to apply by submitting a comprehensive resume, compelling cover letter, current salary, and a minimum of six (6) work related references. **The final filing deadline for this position is Friday, August 20, 2010.**

Interested candidates can apply by sending an email to resumes@cps.ca.gov. Electronic submittals are preferred. Or submit via regular mail or fax to:



Kim Valenzano
CPS Executive Search
241 Lathrop Way
Sacramento, CA 95815
916-263-1401 (Ph)
916-561-7205 (Fax)
Email: resumes@cps.ca.gov
Website:
www.cps.ca.gov/search
City Website:
www.anaheim.net

After the final filing date, the City will interview the most highly qualified candidates. The selection process may also involve a professional panel and a supplemental questionnaire. References will not be contacted until mutual interest has been established. Candidates under final consideration for employment with the City should expect to undergo an employment background/reference check that may include, but is not limited to: credit check, employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process.

